

## Wayland Public Library Trustees' Meeting—Dec. 2, 2009

**Present:** Chair Heller, Director Knight, Trustees: Gennis, Cartwright, Thompson, Jahnke and Lipcon.  
Guests: Patience Jackson from MBLC, Fred Turkington, Sue Pope, John Moynihan

**Called to order** at 9:09 a.m. No public comment. The minutes of 10/21/09 and 10/30/09 were accepted.

**Circulation** continues to be strong.

**Budget** on track. Trustees would like to understand from John Moynihan what it costs to run the library plant (utilities, repairs, etc. now under his budget). Discussed possible savings ideas for FY'11.

**Library Grant Construction Program** Patience Jackson provided the following information:

Massachusetts Board of Library Commissioners (MBLC) expects to have between \$30 and \$60 million to award for library construction projects in 2011. This will be the final phase of a \$100 million appropriation that was approved in 2008. The last grant round for the appropriation will likely be announced in May, 2010. The MBLC has recently revised the award formula, and it is anticipated that awards for new library construction in the range of \$6-\$15 million will be for 40% of construction costs, which is a substantial increase over past contributions. There are no plans at this time to request another state appropriation for library construction grants.

Municipalities that are interested in library construction grants must submit a letter of intent in August, 2010, and a grant application with schematics in January, 2011. Grants will be announced in June, 2011; grant recipients have 6 months to get funding for the balance of the construction costs and accept the award. It is expected that construction will begin within 12 months (although it is possible to request an extension of 3 months).

The state funding schedule is as follows: 30% up front, 30% when ground is broken, 30% when  $\frac{3}{4}$  of the project is complete, and 10% upon completion.

Grant applications must be site specific. The MBLC will consider grant applications for combined facilities, i.e., library and community center, library and senior center. Reimbursement would only be allowed for a percentage of construction equivalent to the percentage of the building that is built to be a library. However, the library plans must meet MBLC requirements for meeting spaces, separate restrooms, parking, etc.

Discussion ensued concerning next steps. Anne will talk with Fin Comm. and Selectmen.

**Gossels Program and Wayland Reads:** Both of these are well received. With anticipated budget constraints and resulting impact on staff resources, additional volunteer input will be required.

**Conflict of Interest documentation-** Trustees reminded to complete and submit. Clarification needed as to whether we fall under the category of "special employees."

**New Business:** Discussed need to make meeting schedule a bit more flexible—some evening, some day.

**Meeting adjourned** at 11:45 a.m.

### **NEXT MEETING –**

Wed., Dec. 16	<b>8:30 AM</b>	Raytheon Room at the Wayland Public Library
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Respectfully submitted by Lynne Lipcon